



**POSITION:** Coordinator, Marketing

**SUPERVISOR:** Manager, Marketing & Communications

**CLASSIFICATION:** Support

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. Our current and projected exhibition program foregrounds a diverse representation of art and artists from the region. We encourage global conversations by situating regional practices within broader social, cultural and political discussions.

We are proud of the work we are engaged in and recognize that the work continues. We are organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

The Art Gallery of Hamilton is looking to welcome a Coordinator, Marketing to join the Marketing & Communications team.

The Coordinator, Marketing is responsible for working closely with all departments across Gallery to support the delivery of a cohesive public message and a strong brand identity for the AGH. This role will be responsible for creating and distributing regular e-marketing campaigns, including the organization of subscriber lists. They will maintain the AGH website, set up and monitor online ticketing, support the production of in-house printed signage and other tasks as needed.

This is an entry-level position requiring a least one year of working experience or equivalent training in digital marketing and/or web management. The successful candidate will have a keen interest and aptitude for tracking, evaluating, and reporting data trends and measuring audience behavior. Organization, time management, and the ability to balance multiple tasks are essential to this role. Experience using WordPress, MailChimp and Microsoft platforms, including Teams, Planner, and SharePoint is preferred. Ideally, we are seeking someone who is creative, passionate about the arts and has a demonstrated commitment to equity and inclusion.

The role is full-time (35 hours per week) and will require occasional evenings and weekend commitments. Salary range for this role will be between \$35,000 and \$38,000.

*Interested applicants can email a cover letter, and resume to [hr@artgalleryofhamilton.com](mailto:hr@artgalleryofhamilton.com) prior to the application deadline of 11:59pm Wednesday, September 29, 2021. We encourage applications from all qualified individuals; however, only those under consideration will be contacted*

*The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.*